

# FRESNO, CALIFORNIA

## CLASS SPECIFICATION

### SUPERVISOR OF WASTEWATER SERVICES

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**FLSA STATUS:**

Exempt

**CLASS SUMMARY:**

The Supervisor of Wastewater Services is the first level in a two level Utilities Wastewater Treatment Plant Management series. Incumbents are responsible for supervising and coordinating daily operational activities and staff in one of the areas listed below, depending upon assignment.

- **Supervisor of Wastewater Services - Operations and Treatment:** Responsibility and accountability for meeting State discharge requirements; may be required to assume the duties and responsibilities of the "Chief Plant Operator" as defined by the State Water Resources Control Board, in the absence of the Chief of Wastewater Services-Facilities Operations.
- **Supervisor of Wastewater Services – Environmental Compliance:** Supervises the provisions of wastewater discharge permit applications, inspection reports and permits, enforcement actions, sampling, and monitoring activities involving industrial and/or commercial wastewater, groundwater, and biosolids for compliance with federal, state, and local regulations and related monitoring programs.
- **Supervisor of Wastewater Services – Power Generation System:** Supervises the maintenance and repair activities of the Power Generation Facility, boiler, waste gas flare systems and ancillary equipment.
- **Supervisor of Wastewater Services – Laboratory:** Supervises the analysis, quality assurance and reporting of environmental samples including but not limited to water, groundwater, wastewater, biosolids and soils, in conformance with standard policies and procedures.
- **Supervisor of Wastewater Services – Mechanical Maintenance:** Supervises personnel engaged in the maintenance and operation of equipment, machinery, facility maintenance, warehousing, and corrosion protection.
- **Supervisor of Wastewater Services – Field Maintenance:** Supervises personnel engaged in the maintenance and construction of the infiltration pond and canal distribution system, grounds maintenance and operation of heavy equipment.
- **Supervisor of Wastewater Services - Industrial Electrical:** Supervises the daily operation and maintenance of the electrical, electronic and computerized aspects of the wastewater, industrial waste and power generation facilities.

The incumbents may be required to work any shift, weekends and holidays.

The Supervisor of Wastewater Services is distinguished from the Chief of Wastewater Services in those incumbents of the latter plans, coordinates and manages the full range of activities of a section of the Wastewater Management Division.

**FRESNO, CALIFORNIA**  
**CLASS SPECIFICATION**

**SUPERVISOR OF WASTEWATER SERVICES**

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
1.	Supervises staff including prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 20%
2.	Supervises the daily operations in assigned area of responsibility within the division, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards.	Daily 50-75%
3.	Oversees and supervises operations, maintenance, and repair work on facilities and equipment such as the collection system, treatment, reclamation, and wastewater laboratory; reads and interprets plant piping, blueprints and collection system plans; provides technical assistance to work crews in resolving difficult problems encountered.	Daily 10%
4.	Supervises and participates in the compilation and maintenance of operational records; develops and implements operational changes to ensure compliance with established standards and regulations and effective and efficient operation; periodically inspects plant equipment, locates and troubleshoots plant malfunctions; recommends and initiates improved work methods and procedures.	Daily 5%
5.	Responds to questions and more serious or complex complaints from the public and/or other agencies regarding wastewater system issues; evaluates situations, develops solutions, explains findings to property owners and notifies appropriate officials and City staff; coordinates work with other departments and outside agencies as needed	Daily 5%
6.	Ensures safe work methods are followed and appropriate safety precautions and equipment are utilized.	Daily 5-10%
7.	Estimates personnel, material and equipment requirements for assigned jobs; ensures that all necessary materials, supplies and equipment are available; ensures the proper maintenance of equipment and tools. Initiates purchase requests and work orders for needed materials and for plant repairs and improvements.	Weekly 5-10%
8.	Participates in coordinating and monitoring division budget, including preparing cost estimates for budget recommendations and monitoring project expenditures.	Weekly 5%

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**SUPERVISOR OF WASTEWATER SERVICES**

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
9.	Supervises and participates in the maintenance of appropriate inventory levels, requisitioning supplies, equipment, and materials to ensure availability in support of efficient divisional operations.	Weekly 5%
10.	Participates in a variety of meetings, committees, and/or other related groups to receive and convey information.	Weekly 5-25%
11.	Reads and interprets a variety of utility plans, engineered drawings, and written specifications in order to determine required equipment shut downs in order to accomplish needed repairs.	Weekly 5%
12.	Plans, organizes, and supervises a predictive and preventative maintenance program through the use of a computer maintenance management system, including, developing schedules and work standards; monitors installation and repair activities to ensure conformance with specifications.	Monthly 5%
13.	Performs other duties of a similar nature or level.	As Required
Additional Class Essential Duties for assignment to:		
	<ul style="list-style-type: none"> <li>• <b>Supervisor of Wastewater Services – Environmental Compliance</b> <ol style="list-style-type: none"> <li>1. Supervises and participates in the compilation of Pretreatment Quarterly and Annual Reports to ensure compliance with Federal, State, and Regional Board, standards, rules and regulations.</li> </ol> </li> </ul>	Daily 5-75%
	<ul style="list-style-type: none"> <li>• <b>Supervisor of Wastewater Services – Laboratory</b> <ol style="list-style-type: none"> <li>1. Develops and implements a Laboratory Quality Assurance Program and Chemical Hygiene Plan.</li> <li>2. Provides the primary contact with California Department of Public Health – Environmental Laboratory Accreditation Program for laboratory certification and audits.</li> <li>3. Assists with the development and implementation of Laboratory Information Management System database functions</li> </ol> </li> </ul>	Annually as needed Annually as needed As needed

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<ul style="list-style-type: none"> <li>• <b>Supervisor of Wastewater Services – Field Maintenance</b> <ol style="list-style-type: none"> <li>1. Control of pests and weeds through the application of rodenticides, herbicides and pesticides in conformance with applicable rules and regulations; construction, maintenance, alteration and repairs of canals, canal structures, valves and gates, percolation ponds, fences, roads, landscape areas and other facilities.</li> <li>2. Maintaining records of meter readings on the Infiltration Ponding system, Reclamation well system, on and offsite farming areas receiving treated effluent, participates in the updating of the ongoing preventive and predictive maintenance programs, with budget estimates and program planning for the maintenance facilities.</li> </ol> </li> <li>• <b>Supervisor of Wastewater Services – Industrial Electrical</b> <ol style="list-style-type: none"> <li>1. Coordinates division electrical, electronic and computerized activities with other City departments, divisions, utility companies, contractors, vendors and other public agencies.</li> <li>2. Plans and executes electrical, instrumentation and computerized control systems, programs and measures designed to enhance service, prevent service interruption, protect capital investment, meet statutory requirements and other associated goals and objectives.</li> </ol> </li> </ul>	<p>Daily 10-25%</p> <p>Daily 5-15%</p> <p>Daily 5-10%</p> <p>Monthly 5%</p>

#### **Training and Experience** (positions in this class typically require):

Based on assigned area of responsibility:

#### **Supervisor of Wastewater Services - Operations and Treatment**

- Three years of experience equivalent to that gained as a Senior Wastewater Treatment Plant Operator or Wastewater Treatment Plant Operations Specialist with the City of Fresno.

#### **Supervisor of Wastewater Services – Environmental Compliance**

- Bachelor's Degree in Chemistry, Environmental Science, Biology, Chemical Engineering, or closely related field and two years supervisory experience in a water/wastewater quality control environment;

OR

- Five years of progressively responsible experience in the area of environmental control and compliance.

#### **Supervisor of Wastewater Services – Power Generation System**

- Two years of increasingly responsible supervisory experience in the operation, maintenance and repair of mechanical and electrical equipment similar to that used in an engine-driven electrical power generating plant;

OR

- Two years of supervisory experience with an electric utility in power system dispatch, operations, resource planning, government relations and/or utility contracts administration.

# **FRESNO, CALIFORNIA**

## **CLASS SPECIFICATION**

### **SUPERVISOR OF WASTEWATER SERVICES**

---

#### **Supervisor of Wastewater Services – Laboratory**

- Bachelor's Degree in Chemistry, Microbiology, Biology, Environmental Science, or closely related field and two years supervisory experience in an analytical or clinical State-certified laboratory; or three years experience equivalent to that gained as a Senior Laboratory Specialist with the City of Fresno;

OR

- Five years experience equivalent to that gained as a Laboratory Analyst with the City of Fresno.

#### **Supervisor of Wastewater Services – Mechanical Maintenance**

- Thirty college-level semester units in mechanical technology, engineering, hydraulics/pumping, mathematics, physical sciences, or related field and four years of experience in the maintenance, service, and repair of pumps, motors, and related wastewater treatment plant equipment and machinery, including one year of lead or supervisory experience.
- Additional qualifying experience may be substituted for the required education on the basis of one year for fifteen semester units.

#### **Supervisor of Wastewater Services – Field Maintenance**

- Thirty college-level semester units in engineering, hydraulics/pumping, agriculture, mathematics, physical sciences, or related field and four years of experience in the maintenance of landscaped areas and buildings, operating heavy equipment, or canal systems operations and maintenance, including one year of lead or supervisory experience.
- Additional qualifying experience may be substituted for the required education on the basis of one year for fifteen semester units.

#### **Supervisor of Wastewater Services – Industrial Electrical**

- Completion of a recognized apprenticeship program and three years of experience as a full-time journey-level Electrician, including troubleshooting a variety of electrical/electronic repairs and installation, which includes one year of full-time experience providing lead or supervisory direction. Five additional years of full-time journey-level electrician experience, which includes two years of full-time experience providing lead or supervisory direction, may be substituted for the required apprenticeship.

#### **Licensing Requirements** (positions in this class typically require):

Licensing Requirements, based on specific area of assignment, include:

- Basic Class C License

#### **Supervisor of Wastewater Services - Operations and Treatment**

- Wastewater Treatment Plant Operator Grade IV Certificate
- Wastewater Treatment Plant Operator Grade V Certificate

# **FRESNO, CALIFORNIA**

## **CLASS SPECIFICATION**

### **SUPERVISOR OF WASTEWATER SERVICES**

---

#### **Supervisor of Wastewater Services – Environmental Compliance**

- Valid California Water Environment Association Grade III Certification as an Environmental Compliance Inspector is required within 24 months of appointment.

#### **Supervisor of Wastewater Services – Laboratory**

- Valid California Water Environment Association Grade III Laboratory Analyst Certification Issued by the California Water Environment Association is required within 24 months of appointment.

#### **Supervisor of Wastewater Services – Mechanical Maintenance**

- Valid Grade IV Plant Maintenance Certification or Grade III Mechanical Technologist Certification

#### **Supervisor of Wastewater Services – Field Maintenance**

- Qualified Applicator Certificate
- Mobile Crane Certification

#### **Supervisor of Wastewater Services – Industrial Electrical**

- Grade III Mechanical Technologist Certification or Grade III Electrical Instrumentation Certification issued by the California Water Environment Association
- Certified General Electrician

#### **Supervisor of Wastewater Services – Power Generation System**

- Valid Grade IV Plant Maintenance Certification or Grade III Mechanical Technologist Certification issued by the California Water Environment Association is desirable.

# **FRESNO, CALIFORNIA**

## **CLASS SPECIFICATION**

### **SUPERVISOR OF WASTEWATER SERVICES**

---

#### **Knowledge** (position requirements at entry):

Knowledge of:

#### **Operations and Treatment**

- Mechanical, electrical and hydraulic principles as they relate to the operation of wastewater collection and treatment systems
- Advanced operation and maintenance of pumps, electrical motors and other mechanical/electrical equipment related to wastewater treatment
- SCADA Systems
- Wastewater treatment processes
- Wastewater, groundwater and biosolids sampling protocols;
- Wastewater system design and operational principles

#### **Environmental Compliance**

- Wastewater, groundwater and biosolids sampling protocols;
- Wastewater system design and operational principles
- Inspection methods of commercial and industrial facilities for water use;
- Inspection methods, sample collection, preservation, chain of custody, approved testing methods and the toxic constituents of wastewater, groundwater, surface water, air and sludge;
- Flow measurement and related equipment, including characteristics and types of flow measuring devices including weirs, flumes and meters
- Principles, policies, practices and operations in assigned area of responsibility

#### **Power Generation System**

- Mechanical, electrical and hydraulic principles related to the operation and maintenance of power generation systems;
- Mechanical, electrical and hydraulic principles related to the operation and maintenance of power generation systems;
- Safety training principles and methodologies

#### **Laboratory**

- Wastewater, groundwater and biosolids sampling protocols;
- Principles, practices, methods, materials, procedures, facilities and equipment used in bacteriology, organic chemistry and inorganic chemistry;
- Inspection methods, sample collection, preservation, chain of custody, approved testing methods and the toxic constituents of wastewater, groundwater, surface water, air and sludge.

#### **Mechanical Maintenance**

- Mechanical, electrical and hydraulic principles as they relate to the operation of wastewater collection and treatment systems;
- Inventory control principles and practices.

# **FRESNO, CALIFORNIA**

## **CLASS SPECIFICATION**

### **SUPERVISOR OF WASTEWATER SERVICES**

---

#### **Field Maintenance**

- Soil conditions and farming practices; landscaping practices;
- OSHA regulations applicable to excavations and trenching;
- Use and application of rodenticides, pesticides and herbicides in compliance with applicable rules and regulations;
- Safe practices in the operation of heavy and light equipment.

#### **Industrial Electrical**

- Methods, practices and equipment used in the maintenance, repair, testing, and adjusting of a variety of process control and monitoring instruments;
- SCADA Systems;
- Wastewater system design and operations principles.

#### **Additional Knowledge**

- Supervisory principles and practices;
- Mechanical, electrical and hydraulic principles as they relate to the operation of wastewater collection and treatment systems;
- Characteristics and safety requirements of the use of various chemicals;
- Customer service policies, principles and practices;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Mathematical concepts;
- Principles, policies, practices and operations in assigned area of responsibility;
- Safe work practices and procedures;
- Computers and applicable software and database systems;
- Budget preparation and control techniques, principles and practices.



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---

#### **Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritize and assigning work; detail oriented and ability to multi-task
- Coaching and employee development skills
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Providing customer services
- Preparing and performing mathematical calculations
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Developing and administering budgets
- Estimating time, materials, tools, and equipment requirements for jobs
- Analyzing a variety of administrative problems and making sound policy and procedural recommendations
- Developing and revising operating schedules and procedures to meet changing conditions and to ensure safe, effective, efficient and legal operation of facilities
- Performing inspections of facilities, equipment and grounds, and identifying potentially hazardous situations
- Maintaining adequate stock levels and requisitioning materials and supplies
- Using computers and applicable software applications
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Critical thinking and decision making Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

**FRESNO, CALIFORNIA**  
**CLASS SPECIFICATION**

**SUPERVISOR OF WASTEWATER SERVICES**

---

**Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling and crouching.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Depending upon assignment, perform arduous work requiring strength and agility.**

**Depending upon assignment may be required to wear and use respiratory protective equipment.**

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals and oils.

**Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008